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**Sverdrup Technology
Unified and Special Operations Group****Price Proposal - SOIO-BA Financial Support**

CLIN 0006 Labor (FFP)			\$110,962.48
CLIN 0002 Materials (Cost Reimbursable)	1	LO	\$75.00
CLIN 0003 Local Travel (Cost Reimbursable)	1	LO	\$500.00
CLIN 0007 Technical Data	1	LO	NSP
Grand Total			\$111,537.48

SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

ACCOUNTING AND APPROPRIATION DATA

AA: 9720100.56SF SC2 52SF DED120 010000 59200 015498 525700 F25700 ESP:HQ
AMOUNT: \$111,537.48

1J610021190400

**STATEMENT OF WORK (SOW)
FINANCIAL ADMINISTRATION, TECHNICAL SUPPORT, AND RELATED
LOGISTICS/ACQUISITION SUPPORT
FOR USSOCOM SOIO-BA**

1. SCOPE. This SOW addresses the requirements necessary for successfully executing financial administration, budget preparation and execution, technical support and related logistics/acquisition support to the USSOCOM SOIO-BA. The proposed schedule of performance is from 1 May 2002 through 30 September 2002.

1.1 BACKGROUND. SOIO provides support to the USSOCOM Headquarters, the Component Commands, and the Theatre Special Operations Commands (TSOCs) in the area of financial management, contract management, program management, and general support. The priority of these programs change as new information becomes available, technology improves, budgets are changed, and/or the mission requirements change. SOIO-BA must remain current with all the programs for which they are responsible. In order to monitor and manage these programs in a timely and efficient manner, it is necessary to maintain a tracking and monitoring process. Contractor support is required to accomplish this task.

2. APPLICABLE DOCUMENTS. Documents associated with this SOW are identified in numerous DOD and USSOCOM regulations and procedures. Other documents associated with this SOW are specifically identified in the SOW.

3.0 REQUIREMENTS. The contractor shall provide non-personal technical/administrative support, technical/systems analysis, review, planning, general staff support, research, review and evaluation, documentation preparation and production services. Emergencies, close out periods and meeting suspenses, extended hours during nights and weekends may be required. Due to the nature of the ongoing support provided to SOIO-BA it is expected that this is a long-term task and will require contractor support through 30 September 2002.

3.1 FINANCIAL ADMINISTRATION TASKS.

3.1.1 The contractor will prepare funding document packages for all MIPRs, FCAs, MORDs, IMPAC Card Funding Authorizations and Requests for Purchases, coordinate with the appropriate USSOCOM offices, and forward to the DFAS Liaison Office or SOAL-K as required.

3.1.2 The contractor will use automated tools such as the Automated Business Service System (ABSS) and financial accounting systems to provide the customer with an up-to-date status of Requests for Purchase, MIPRs, FCAs, MORDs, and IMPAC authorizations/expenditures. This status is monitored and expedited in the accounting system through document initiation, USSOCOM coordination, funds commitment, funds obligation/contract award, funds expenditure, item receipt, and delivery to user. All funding documents will be reconciled in the accounting system. Copies of funding documents/supporting material and transaction records will be retained by fiscal year and RCCC for future reference.

3.1.3 Contractor will update status of funds, spend plans, briefings, TDY summary and after reconciling that data provide updates as required. A hardcopy report containing current execution status with

commitments, total obligations and expenditures in requested format, showing fund targets, and program financial audit trails is made available as a quick-reference product for the SOIO-BA financial manager and distributed weekly.

3.1.4 For SOIO-BA controlled MFP-11, MFP-03 GCCS/GDIP, MFP-11/TIARA, and reimbursable funds, the contractor will use established processes to search for and reconcile accounting system mistakes. These processes include working closely with the DFAS Liaison Office, SORR-CCF, and the OPLOC to reconcile financial and accounting reports and the Open Document Listing (ODL). Upon discovering a potential mistake, the contractor will troubleshoot the problem areas, recommend solutions, and implement the approved fix as directed. Databases reconciled include MICROBAS, PBAS, PAPERVIEW, and internal working databases.

3.1.5 Contractor will load targets in the accounting system and provide to SORR. Targets loaded for distribution within MICROBAS are routinely compared with official OSD Comptroller documents and the USSOCOM PB. Based on the above reconciliation, contractor will propose recommended program changes to take full advantage of available resources.

3.1.6 To assist management, contractor will attend meetings providing financial support. Provide full financial support to include additional tasks not specified individually. Support suspense taskings through review, coordination, and provide final response to OPR as required.

3.2 BUDGET AND COST SUPPORT

3.2.1 Members of the team have supported every POM, BES, and PB that the command has submitted since the inception of USSOCOM's budget authority. Contractor will provide expert knowledge of the DOD and Service directives, manuals, and regulations for submission to other USSOCOM directorates, OSD, and Congress. These include the PBAS release authorizations, POM, the GDIP, GCCS, BER, FIN PLAN, BES, and the PB. All required budget exhibits are prepared IAW the DOD directives and SORR instructions. The contractor will provide current copies of regulations as required and provide regulatory financial guidance.

3.2.2 Contractor will have a working knowledge of the PPBES MIS database for manpower/budgetary changes. Contractor will produce PPBES MIS reports and analyze them to support budget submissions.

3.3 TECHNICAL ANALYSIS, ADMINISTRATIVE and EVALUATION SERVICES OF MONITORED PROGRAMS

3.3.1 At the direction of the Government Point of Contact (POC) and using the command's automated tools on the Local Area Network (LAN), the contractor shall conduct non-personal technical analysis and evaluation services regarding programs being monitored. Coordinate with the program POCs and other participating program offices to prepare recommended courses of actions to assure the programs achieve successful and timely completion.

3.3.2 At the direction of the POC, the contractor shall conduct non-personal technical/administrative services in the management and maintenance of the SOIO COR contractor file system.

3.3.3 The contractor shall develop procedures to use the USSOCOM project management tool to monitor and manage SOIO programs. Elements to be monitored shall include, but not be limited to, expenditure tracking; acquisition milestone status; review status; POC or SOIO COR identified milestone status; life cycle management status; and external SOIO milestone status.

3.3.4 The contractor shall be prepared to provide interim reports as needed to answer queries regarding designated programs. These interim reports may require preparation of briefing charts and slides for presentation purposes by the program POCs.

3.3.5 The contractor shall assist in processing SOIO TDY Orders by providing the following technical/administrative services:

3.3.5.1 Review orders for accuracy, verify fund cite authorization, calculate per diem rate, rental vehicle rate, and credit card advance. Assign accounting codes for travel order number (including codes and travel order number match fund cite). Prepare orders for appropriate signatures. Enter financial data in Fund Cite Authorization (AF Form 616 "FCA") electronically and assign FCA numbers to orders. Send copies to 6th Comptroller Squadron Liaison Office through SORR. Input order and estimated funds into Resource Management Database.

3.3.5.2 Receive copy of travel settlement voucher and update Resource Management Database with actual expenses and file. On a weekly basis, reconcile travel orders on the Open Document Listing (ODL). Contact travelers to inform them to submit their travel voucher within three working days after travel. Inform government POC when funds need to be added to travel FCA.

3.3.5.3 Assist in training SOIO administrative personnel in the proper procedures to process TDY orders.

3.3.6 The contractor shall assist in preparing monthly SOIO briefings. These briefings will include, but are not limited to, Command and Staff, Review and Analysis, and others as requested by SOIO-BA. These briefings may be presented as MS Word, Power Point, Excel, project management or other applications software as required.

3.4 ACCOUNTING AND RELATED LOGISTICS SUPPORT

3.4.1 Contractor will use automated tools to plan, receive, distribute, track, and otherwise logistically support the acquisition of items and log those actions on a Microsoft Excel spreadsheet to track the acquisition status.

3.4.2 Contractor will conduct market surveys for directed SOIO-BA purchases to ensure all purchases take into account item cost, maintenance programs, delivery schedules, and past performance history.

3.4.3 Contractor will conduct thorough market surveys, canvass established Government contracts, search the GSA Internet online database of schedules (GSA Advantage), and utilize to the fullest extent possible vendor catalogs and price lists available on the Internet.

3.4.4 Contractor will initiate AF Form 9s using the Automated Business Services System (ABSS) and DD Form 250s using FormFlow or other automated software.

3.4.5 Contractor will monitor and facilitate the status of acquisition moves through Form 9 initiation, USSOCOM coordination, funds commitment, contract award, item receipt, and delivery to PC Maintenance or the user.

3.4.6 Contractor will maintain complete SOIO-BA acquisition files that document the approved requirement, the AF Form 9, the SF 1449, packing slips, DD Form 250, and signed receipts for delivery of the items to PC Maintenance or the user.

3.4.7 When developing draft SOWs, the contractor will work with users and other technical experts to develop and/or support the preparation of a thorough draft SOW for USSOCOM acquisitions.

3.4.8 The contractor will coordinate the pre-approved shipment of items at Government expense. The contractor will coordinate with the receiving entity, obtain any necessary RMA, prepare shipping documents, arrange for pickup IAW USSOCOM and/or receiving entity policy and procedures, and provide recommended appropriate packaging instruction for a reasonable, safe, and timely delivery at Government expense.

4. DELIVERABLES: The contractor shall complete all tasks and submit the required deliverables to the Government within the period specified by the Government. The contractor shall file reports IAW the attached DD Form 1423.

5.0 ACCEPTANCE: The Contracting Officer's Representative (COR) based on the recommendation from the Performance Monitor will accept the contractor's work under this SOW. The Performance Monitor will evaluate the deliverables for correctness, completeness, sufficiency of technical content, and compliance with appropriate regulations, directives, specifications, and standards.

6.0 TRAVEL: Contractor personnel performing the work of this SOW may be required to travel to Government and contractor facilities, both within the CONUS and OCONUS, to participate in various conferences, project reviews, technical surveys, and system test/evaluations. Travel will be coordinated with the government in advance of the travel and reimbursed to the contractor.

8.0 RELEASE OF INFORMATION: All technical data provided to the contractor by the Government shall be protected from public disclosure IAW the markings contained thereon and the limitation on release contained in FAR Part 3. Additionally, all information related to the items delivered or the services performed under this SOW will not be disclosed by any means without prior approval of the authorized representative of the Contracting Officer.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions searching existing data sources gathering and maintaining the data needed and completing the reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to Department of Defense, Washington DC, Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing contracting Officer for the Contract/PR No. Listed in Block E.							
A. CONTRACT LINE ITEM NO. 0007		B. EXHIBIT A		C. CATEGORY: TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER <input type="checkbox"/>			
D. SYSTEM/ITEM Fin Adm, Tech Spt and Log Spt for SOIO-BA			E. CONTRACT/PR NO. USZA22-02-D-0014/0015		F. CONTRACTOR Sverdrup Technology, Inc.		
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Technical Report - Study/Services			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508*Tailored			5. CONTRACTING REFERENCE See Block 16		6. REQUIRING OFFICE SOIO-BA		
7. DD 250 REQ NO		9. DIST STATEMENT REQUIRED D		10. FREQUENCY AS REQ		14. DISTRIBUTION	
8. APP CODE A		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION AS REQ		a. ADDRESSEE	
16. REMARKS: * Modify paragraph 10.2.d to read: "Section II - A description of the results that led to the summary stated in section I above." The Government has 10 days for review. The contractor has 5 days to respond.				b. COPIES			
15. TOTAL				1		1	
G. PREPARED BY:			H. DATE		J. DATE 23 Apr 02		

DD Form 1423-2, JUN 90
1059/183

Previous editions are obsolete

17. PRICE
Group I18. ESTIMATE
TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions searching existing data sources gathering and maintaining the data needed and completing the reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to Department of Defense, Washington DC, Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing contracting Officer for the Contract/PR No. Listed in Block E.							
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D. SYSTEM/ITEM Fin Adm, Tech Spt and Log Spt for SOIO-BA			E. CONTRACT/PR NO. USZA22-02-D-0014/0015		F. CONTRACTOR Sverdrup Technology, Inc.		
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM Progress, Status, and Management Report			3. SUBTITLE		
4. AUTHORITY (Date Acquisition Document No.) DI-MGMT-80227*Tailored			5. CONTRACTING REFERENCE See Block 16		6. REQUIRING OFFICE SOIO-BA		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED D	10. FREQUENCY 12	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION			
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE		b. COPIES	
						Final	
						Drafts	Reg
							Repro
16. REMARKS: * Contractor format acceptable. First submission is 25 days after the end of the first full month, or after contractor's accounting period cutoff date nearest the end of the first full month following the start of work on the order. Monthly thereafter. Reference paragraph 4 of the basic ALMBOS/SOIO-BA SOW.				SOIO-BA		1	
				SOAL-KBB		1	
				15. TOTAL		1	1
G. PREPARED BY:			H. DATE		J. DATE 23 Apr 02		

DD Form 1423-2, JUN 90
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Previous ed

17. PRICE
Group 118. ESTIM
TOTAL PRK